

User's Manual

Carl D. Perkins

Accountability Follow-up Electronic Data Collection



Linda McCulloch, Superintendent

Montana Office of Public Instruction

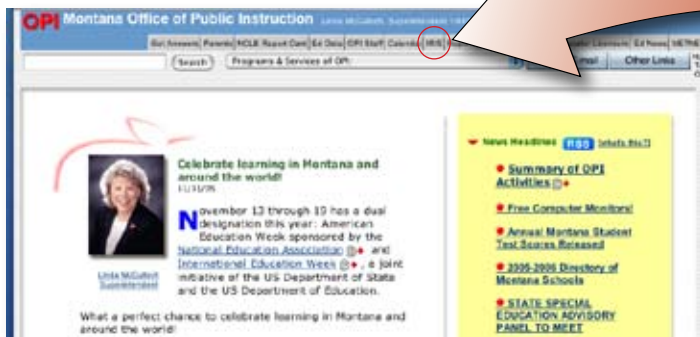
PO Box 202501

Helena, Montana 59620-2501

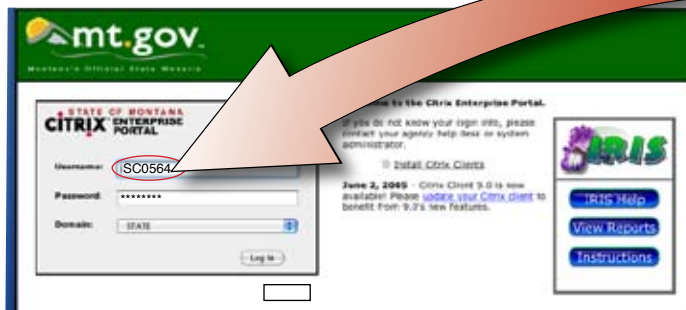
www.opi.mt.gov

Fall 2005

(Updated November 17, 2005)

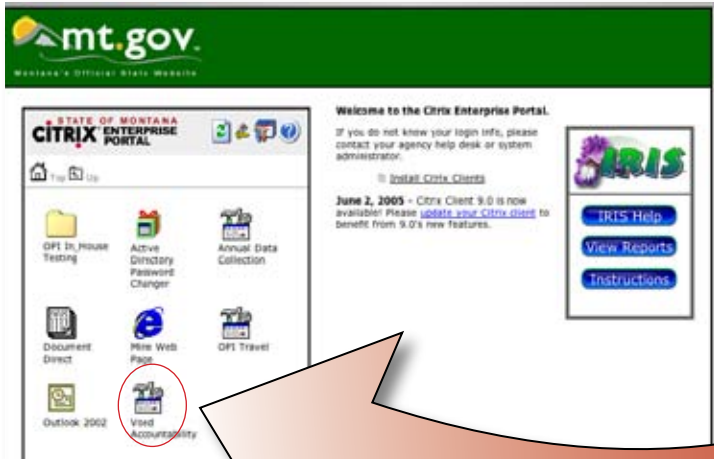


To access the Carl Perkins Accountability system, go to the OPI Web page, www.opi.mt.gov. Click on the IRIS tab.



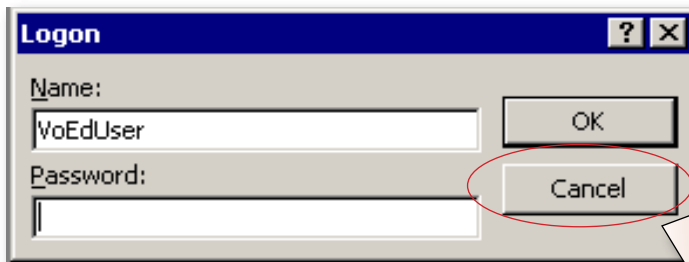
Enter your user name and password and click "Log In."

Your user name and password is the same for all Citrix applications. Use the one assigned to your school (not district) for other Citrix applications your school uses. Your user name will begin with "SC."

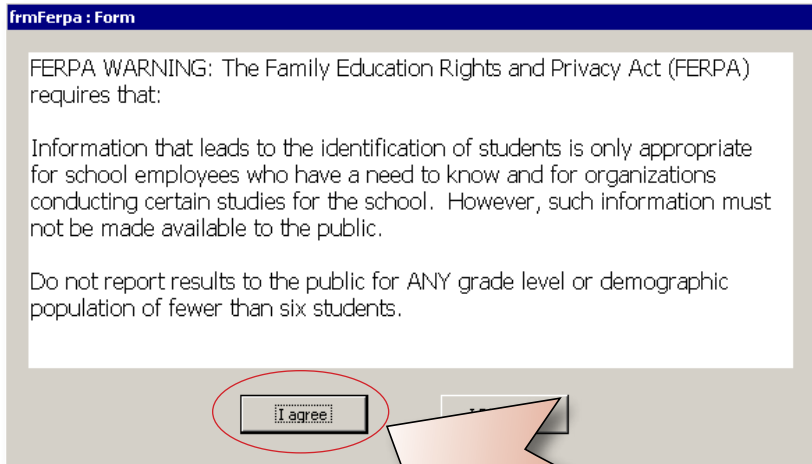


Single click the “VoEd Accountability” icon.

(Your choices might look different than this.)



Click “Cancel” when this log-in screen comes up.



frmFerpa : Form

FERPA WARNING: The Family Education Rights and Privacy Act (FERPA) requires that:

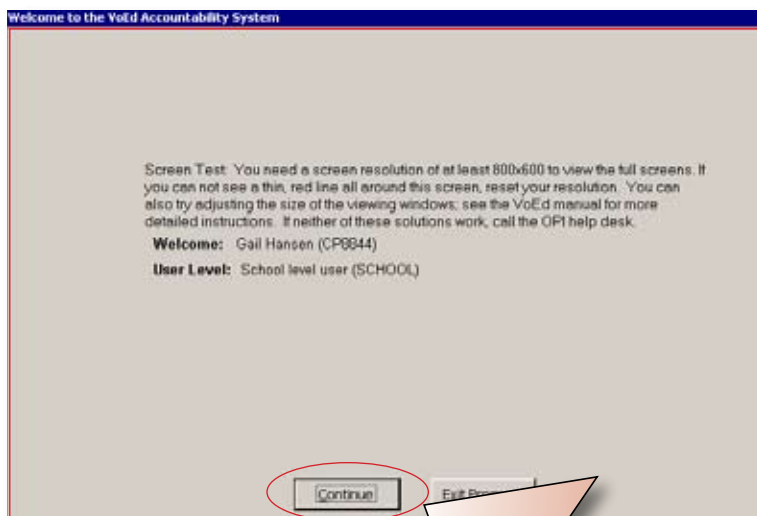
Information that leads to the identification of students is only appropriate for school employees who have a need to know and for organizations conducting certain studies for the school. However, such information must not be made available to the public.

Do not report results to the public for ANY grade level or demographic population of fewer than six students.

A red circle highlights the "I agree" button, and a large red arrow points from it towards the right.

FERPA Warning

Click "I agree" to continue.



Welcome to the VoEd Accountability System

Screen Test: You need a screen resolution of at least 800x600 to view the full screens. If you can not see a thin, red line all around this screen, reset your resolution. You can also try adjusting the size of the viewing windows; see the VoEd manual for more detailed instructions. If neither of these solutions work, call the OP1 help desk.

Welcome: Gail Hansen (CP8844)

User Level: School level user (SCHOOL)


A red circle highlights the "Continue" button, and a large red arrow points from it towards the right.

Resolution Check

If you see the thin red line, click "Continue."

Main Switchboard

OP ... nial Education Accountability S

 Click to Select

Fergus (CO 14)
 Lewistown Public Schools (SS 0420)
 Fergus H S (LE 0259)
 Fergus High School (SC 0358) **School Level**


Category: View All

Option
 Accountability Data Entry
 CTE Concentrator Information Data Entry (Spring)
 CTE Concentrator Follow-up Data Entry (Fall)
 Maintenance Screens
 Printer Test

IMPORTANT!! Concentrator information is stored under school year 2004-2005. Click on this button to change the school year.

Select Your County, District, System, Coop or School

Step #1: Select a School or District Below.
 Step #2: Click on the Get Started button to work with your selection -->
 You can return to this screen at any time by pressing the Select button.

 Get Started

Working at the School Level with an Individual School.

School Year: 2004-2005
 County: 2003-2004
 System or Coop: 2004-2005
 Legal Entity: 2005-2006
 School: 2006-2007
 2007-2008
 2008-2009
 2009-2010
 2010-2011

Codes:
 01
 0199
 0005
 1525



This screen shows y options are currently set and are based on your user id. You can modify any of the white fields. Selections here will determine what forms and reports as well as data you can work with.

After selecting 2004-2005, click "Get Started."

Main Switchboard

OPI Vocational Education Accountability System


2004-2005
 Fergus (CO 14)
 Lewistown Public Schools (SS 0420)
 Fergus H S (LE 0259)
 Fergus High School (SC 0358) **School Level**

Click to Select   Reset

Category: View All

Option

Accountability Data Entry
 CTE Concentrator Information Data Entry (Spring)
 CTE Concentrator Follow-up Data Entry (Fall)
 Maintenance Screens
 Printer Test


 View Details Select Option Exit


Double click on “CTE Concentrator Follow-up Data Entry (Fall)” or single click it and click “Select Option.”

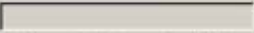
ImStudentFollowup : Form


VoEd Concentrator Data Entry


2004-2005
 Fergus (CO 14)
 Lewistown Public Schools (SS 0420)
 Fergus H S (LE 0259)
 Fergus High School (SC 0358) **School Level**


Click to Select 

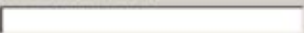
Last Name: Doe First Name: Jordan High School Completion Status: 


Vocational Concentrator ID: 

Gender: M Tech Prep: N Race/Ethnicity: White, Non-Hispanic 

Program Use Code: Agriculture Education 

Current Primary Situation:  ★

-OPTIONAL- Description of current situation - Field or Type of Work/Training (ie: airplane mechanic, agriculture etc.): 

Date Student Contacted: 

Projected Year of Graduation: 2005

Record: 1 of 47

Multi-Record View Exit

Data entered during the spring data collection is prepopulated. Follow-up data should be entered in the empty fields. Use the drop-down menus when appropriate.

★ See “Helpful Information” section on page 10.

frmStudentFollowup : Form

VoEd Concentrator Data Entry

2004-2005
 Fergus (CO 14)
 Lewistown Public Schools (SS 0420)
 Fergus H S (LE 0259)
 Fergus High School (SC 0358) **School Level**

Click to Select

Last Name: Doe First Name: Jordan High School Completion Status:

Vocational Concentrator ID:

Gender: M Tech Prep: N Race/Ethnicity: White, Non-Hispanic

Program Use Code: Agriculture Education

Current Primary Situation:

Date Student Contacted:

Projected Year of Graduation: 2005

-OPTIONAL- Description of current situation - Field or Type of Work/Training (ie: airplane mechanic, agriculture etc.):

Record: 14 of 47

Multi-Record View

To change to a multi-record view, click here.

frmStudentFollowup : Form

VoEd Concentrator Data Entry

2004-2005
 Fergus (CO 14)
 Lewistown Public Schools (SS 0420)
 Fergus H S (LE 0259)
 Fergus High School (SC 0358) **School Level**

Click to Select

Last Name	First Name	Vocational Concentrator ID	Gender	Tech Prep	High School Compl
Doe	J.J.		M	Y	
Doe	Jack		M	N	
Doe	Jackson		M	Y	
Doe	Jacob		M	Y	
Doe	Jake		M	Y	
Doe	Jamal		M	Y	
Doe	James		M	Y	
Doe	Jane		F	N	
Doe	Jared		M	N	
Doe	Jasmine		F	Y	
Doe	Jason		M	N	
Doe	Jessica		F	Y	

Record: 12 of 47

Single Record View Exit

An example of a multi-record view.

frmStudentFollowup : Form

VoEd Concentrator Data Entry

2004-2005
 Fergus (CO 14)
 Lewistown Public Schools (SS 0420)
 Fergus H S (LE 0259)
 Fergus High School (SC 0358) **School Level**

Click to Select

Last Name: Doe First Name: Justin High School Completion Status: High School Diploma

Vocational Concentrator ID:

Gender: M Tech Prep: N Race/Ethnicity: White, Non-Hispanic

Program Use Code: Technology Education/Indus

Current Primary Situation:

Post Secondary Education:

Date Student Contacted: 11/07/2005

Projected Year of Graduation: 2005

OPTIONAL: Description of current situation - Field or Type of Work/Training (ie: airplane mechanic, agriculture etc.): MSU Billings COT

Record: 1 of 47

Multi-Record View Exit

When you have finished entering your follow-up data, click "Exit."

frmStudentFollowup : Form

VoEd Concentrator Data Entry

2004-2005
 Fergus (CO 14)
 Lewistown Public Schools (SS 0420)
 Fergus H S (LE 0259)
 Fergus High School (SC 0358) **School Level**

Click to Select

Last Name	First Name	Vocational Concentrator ID	Gender	Tech Prep	High School Compl
Doe	Jack		M	N	
Doe	Jackson		M	Y	
Doe	Jacob		M	Y	
Doe	Jake		M	Y	
Doe	Jamal		M	Y	
Doe	James		M	Y	
Doe	Jane		F	N	
Doe	Jared		M	N	
Doe	Jasmine		F	Y	
Doe	Jason		M	N	
Doe	Jessica		F	Y	
Doe	Justin		M	N	High School Diplom

Record: 1 of 47

Single Record View Exit

Your entries automatically save upon exit. You can return to the program at any time to make additions or corrections.

If you find a student who was incorrectly included in the concentrator database, DO NOT DELETE the student. Call Karla Beagles at (406) 444-9019 or email kbeagles@mt.gov for assistance.

To print a copy of your records, double click on “Accountability Followup Report” under the Staff Reports heading or single click it and click on “Select Option.”

This will bring up a report that can be printed by clicking “Print” on the menu bar.

Print Message

The report will be saved as a PDF on your C: drive in a folder called OPI Reports. Saving reports as PDF is faster and provides you with a permanent electronic copy that you can print locally or email. These reports are accessible by toggling your screen from IRIS to your explorer window and opening the C:\OPI Reports folder.

The speed for saving to disk is a function of the speed of your modem. 56K modems are slower than DSL, Cable, T1, or Fiber internet connections.

If you must print directly, select the Print button, otherwise press Ok now.

OK - Save As PDF

You be given the choice of saving this file as a pdf document or printing a paper version.

Valid - Print (only accountability report)

Close





Cart Perkins Secondary Accountability - 2005
Followup Survey

Generate report of information about accountability results with and without assessment

Element: Page 11
School: Upper East School
LE: 0550
EC: 0550

Student/Teacher Combination	Student Number	Student Name	Student Address	Student City	Student State	Student Zip	Student Email	Student Phone	Student Fax	Student Mobile	Student Other	Student Notes	Student Date	Student Status	Student Comments
Student 1	001	John Doe	123 Main St	Anytown	CA	90210	john.doe@anytown.edu	555-123-4567	555-123-4568	555-123-4569	555-123-4570		01/01/2005	Active	
Student 2	002	Jane Smith	456 Elm St	Anytown	CA	90210	jane.smith@anytown.edu	555-123-4571	555-123-4572	555-123-4573	555-123-4574		01/01/2005	Active	
Student 3	003	Bob Johnson	789 Oak St	Anytown	CA	90210	bob.johnson@anytown.edu	555-123-4575	555-123-4576	555-123-4577	555-123-4578		01/01/2005	Active	
Student 4	004	Alice Brown	101 Pine St	Anytown	CA	90210	alice.brown@anytown.edu	555-123-4579	555-123-4580	555-123-4581	555-123-4582		01/01/2005	Active	
Student 5	005	David Wilson	202 Maple St	Anytown	CA	90210	david.wilson@anytown.edu	555-123-4583	555-123-4584	555-123-4585	555-123-4586		01/01/2005	Active	
Student 6	006	Emily Davis	303 Cedar St	Anytown	CA	90210	emily.davis@anytown.edu	555-123-4587	555-123-4588	555-123-4589	555-123-4590		01/01/2005	Active	
Student 7	007	Michael Miller	404 Birch St	Anytown	CA	90210	michael.miller@anytown.edu	555-123-4591	555-123-4592	555-123-4593	555-123-4594		01/01/2005	Active	
Student 8	008	Sarah Lee	505 Walnut St	Anytown	CA	90210	sarah.lee@anytown.edu	555-123-4595	555-123-4596	555-123-4597	555-123-4598		01/01/2005	Active	
Student 9	009	Christopher King	606 Cherry St	Anytown	CA	90210	christopher.king@anytown.edu	555-123-4599	555-123-4600	555-123-4601	555-123-4602		01/01/2005	Active	
Student 10	010	Michelle Green	707 Elm St	Anytown	CA	90210	michelle.green@anytown.edu	555-123-4603	555-123-4604	555-123-4605	555-123-4606		01/01/2005	Active	
Student 11	011	Andrew White	808 Oak St	Anytown	CA	90210	andrew.white@anytown.edu	555-123-4607	555-123-4608	555-123-4609	555-123-4610		01/01/2005	Active	
Student 12	012	Stephanie Black	909 Pine St	Anytown	CA	90210	stephanie.black@anytown.edu	555-123-4611	555-123-4612	555-123-4613	555-123-4614		01/01/2005	Active	
Student 13	013	Jonathan Gray	1010 Maple St	Anytown	CA	90210	jonathan.gray@anytown.edu	555-123-4615	555-123-4616	555-123-4617	555-123-4618		01/01/2005	Active	
Student 14	014	Karen Taylor	1011 Cedar St	Anytown	CA	90210	karen.taylor@anytown.edu	555-123-4619	555-123-4620	555-123-4621	555-123-4622		01/01/2005	Active	
Student 15	015	Benjamin Hall	1012 Birch St	Anytown	CA	90210	benjamin.hall@anytown.edu	555-123-4623	555-123-4624	555-123-4625	555-123-4626		01/01/2005	Active	
Student 16	016	Rebecca Adams	1013 Walnut St	Anytown	CA	90210	rebecca.adams@anytown.edu	555-123-4627	555-123-4628	555-123-4629	555-123-4630		01/01/2005	Active	
Student 17	017	Gregory Baker	1014 Cherry St	Anytown	CA	90210	gregory.baker@anytown.edu	555-123-4631	555-123-4632	555-123-4633	555-123-4634		01/01/2005	Active	
Student 18	018	Christina Clark	1015 Elm St	Anytown	CA	90210	christina.clark@anytown.edu	555-123-4635	555-123-4636	555-123-4637	555-123-4638		01/01/2005	Active	
Student 19	019	Timothy Lewis	1016 Oak St	Anytown	CA	90210	timothy.lewis@anytown.edu	555-123-4639	555-123-4640	555-123-4641	555-123-4642		01/01/2005	Active	
Student 20	020	Angela Walker	1017 Pine St	Anytown	CA	90210	angela.walker@anytown.edu	555-123-4643	555-123-4644	555-123-4645	555-123-4646		01/01/2005	Active	
Student 21	021	Kevin Young	1018 Maple St	Anytown	CA	90210	kevin.young@anytown.edu	555-123-4647	555-123-4648	555-123-4649	555-123-4650		01/01/2005	Active	
Student 22	022	Deborah King	1019 Cedar St	Anytown	CA	90210	deborah.king@anytown.edu	555-123-4651	555-123-4652	555-123-4653	555-123-4654		01/01/2005	Active	
Student 23	023	Christopher Lee	1020 Birch St	Anytown	CA	90210	christopher.lee@anytown.edu	555-123-4655	555-123-4656	555-123-4657	555-123-4658		01/01/2005	Active	
Student 24	024	Michelle Miller	1021 Walnut St	Anytown	CA	90210	michelle.miller@anytown.edu	555-123-4659	555-123-4660	555-123-4661	555-123-4662		01/01/2005	Active	
Student 25	025	Andrew Davis	1022 Cherry St	Anytown	CA	90210	andrew.davis@anytown.edu	555-123-4663	555-123-4664	555-123-4665	555-123-4666		01/01/2005	Active	
Student 26	026	Stephanie Brown	1023 Elm St	Anytown	CA	90210	stephanie.brown@anytown.edu	555-123-4667	555-123-4668	555-123-4669	555-123-4670		01/01/2005	Active	
Student 27	027	Jonathan White	1024 Oak St	Anytown	CA	90210	jonathan.white@anytown.edu	555-123-4671	555-123-4672	555-123-4673	555-123-4674		01/01/2005	Active	
Student 28	028	Karen Black	1025 Pine St	Anytown	CA	90210	karen.black@anytown.edu	555-123-4675	555-123-4676	555-123-4677	555-123-4678		01/01/2005	Active	
Student 29	029	Benjamin Gray	1026 Maple St	Anytown	CA	90210	benjamin.gray@anytown.edu	555-123-4679	555-123-4680	555-123-4681	555-123-4682		01/01/2005	Active	
Student 30	030	Rebecca King	1027 Cedar St	Anytown	CA	90210	rebecca.king@anytown.edu	555-123-4683	555-123-4684	555-123-4685	555-123-4686		01/01/2005	Active	
Student 31	031	Gregory Lee	1028 Birch St	Anytown	CA	90210	gregory.lee@anytown.edu	555-123-4687	555-123-4688	555-123-4689	555-123-4690		01/01/2005	Active	
Student 32	032	Christina Miller	1029 Walnut St	Anytown	CA	90210	christina.miller@anytown.edu	555-123-4691	555-123-4692	555-123-4693	555-123-4694		01/01/2005	Active	
Student 33	033	Timothy Davis	1030 Cherry St	Anytown	CA	90210	timothy.davis@anytown.edu	555-123-4695	555-123-4696	555-123-4697	555-123-4698		01/01/2005	Active	
Student 34	034	Angela Brown	1031 Elm St	Anytown	CA	90210	angela.brown@anytown.edu	555-123-4699	555-123-4700	555-123-4701	555-123-4702		01/01/2005	Active	
Student 35	035	Kevin White	1032 Oak St	Anytown	CA	90210	kevin.white@anytown.edu	555-123-4703	555-123-4704	555-123-4705	555-123-4706		01/01/2005	Active	
Student 36	036	Deborah Black	1033 Pine St	Anytown	CA	90210	deborah.black@anytown.edu	555-123-4707	555-123-4708	555-123-4709	555-123-4710		01/01/2005	Active	
Student 37	037	Christopher Gray	1034 Maple St	Anytown	CA	90210	christopher.gray@anytown.edu	555-123-4711	555-123-4712	555-123-4713	555-123-4714		01/01/2005	Active	
Student 38	038	Michelle King	1035 Cedar St	Anytown	CA	90210	michelle.king@anytown.edu	555-123-4715	555-123-4716	555-123-4717	555-123-4718		01/01/2005	Active	
Student 39	039	Andrew Lee	1036 Birch St	Anytown	CA	90210	andrew.lee@anytown.edu	555-123-4719	555-123-4720	555-123-4721	555-123-4722		01/01/2005	Active	
Student 40	040	Stephanie Miller	1037 Walnut St	Anytown	CA	90210	stephanie.miller@anytown.edu	555-123-4723	555-123-4724	555-123-4725	555-123-4726		01/01/2005	Active	
Student 41	041	Jonathan Davis	1038 Cherry St	Anytown	CA	90210	jonathan.davis@anytown.edu	555-123-4727	555-123-4728	555-123-4729	555-123-4730		01/01/2005	Active	
Student 42	042	Karen Brown	1039 Elm St	Anytown	CA	90210	karen.brown@anytown.edu	555-123-4731	555-123-4732	555-123-4733	555-123-4734		01/01/2005	Active	
Student 43	043	Benjamin White	1040 Oak St	Anytown	CA	90210	benjamin.white@anytown.edu	555-123-4735	555-123-4736	555-123-4737	555-123-4738		01/01/2005	Active	
Student 44	044	Rebecca Black	1041 Pine St	Anytown	CA	90210	rebecca.black@anytown.edu	555-123-4739	555-123-4740	555-123-4741	555-123-4742		01/01/2005	Active	
Student 45	045	Gregory Gray	1042 Maple St	Anytown	CA	90210	gregory.gray@anytown.edu	555-123-4743	555-123-4744	555-123-4745	555-123-4746		01/01/2005	Active	
Student 46	046	Christina King	1043 Cedar St	Anytown	CA	90210	christina.king@anytown.edu	555-123-4747	555-123-4748	555-123-4749	555-123-4750		01/01/2005	Active	
Student 47	047	Timothy Lee	1044 Birch St	Anytown	CA	90210	timothy.lee@anytown.edu	555-123-4751	555-123-4752	555-123-4753	555-123-4754		01/01/2005	Active	
Student 48	048	Angela Miller	1045 Walnut St	Anytown	CA	90210	angela.miller@anytown.edu	555-123-4755	555-123-4756	555-123-4757	555-123-4758		01/01/2005	Active	
Student 49	049	Kevin Davis	1046 Cherry St	Anytown	CA	90210	kevin.davis@anytown.edu	555-123-4759	555-123-4760	555-123-4761	555-123-4762		01/01/2005	Active	
Student 50	050	Deborah Brown	1047 Elm St	Anytown	CA	90210	deborah.brown@anytown.edu	555-123-4763	555-123-4764	555-123-4765	555-123-4766		01/01/2005	Active	
Student 51	051	Christopher White	1048 Oak St	Anytown	CA	90210	christopher.white@anytown.edu	555-123-4767	555-123-4768	555-123-4769	555-123-4770		01/01/2005	Active	
Student 52	052	Michelle Black	1049 Pine St	Anytown	CA	90210	michelle.black@anytown.edu	555-123-4771	555-123-4772	555-123-4773	555-123-4774		01/01/2005	Active	
Student 53	053	Andrew Gray	1050 Maple St	Anytown	CA	90210	andrew.gray@anytown.edu	555-123-4775	555-123-4776	555-123-4777	555-123-4778		01/01/2005	Active	
Student 54	054	Stephanie King	1051 Cedar St	Anytown	CA	90210	stephanie.king@anytown.edu	555-123-4779	555-123-4780	555-123-4781	555-123-4782		01/01/2005	Active	
Student 55	055	Jonathan Lee	1052 Birch St	Anytown	CA	90210	jonathan.lee@anytown.edu	555-123-4783	555-123-4784	555-123-4785	555-123-4786		01/01/2005	Active	
Student 56	056	Karen Miller	1053 Walnut St	Anytown	CA	90210	karen.miller@anytown.edu	555-123-4787	555-123-4788	555-123-4789	555-123-4790		01/01/2005	Active	
Student 57	057	Benjamin Davis	1054 Cherry St	Anytown	CA	90210	benjamin.davis@anytown.edu	555-123-4791	555-123-4792	555-123-4793	555-123-4794		01/01/2005	Active	
Student 58	058	Rebecca Brown	1055 Elm St	Anytown	CA	90210	rebecca.brown@anytown.edu	555-123-4795	555-123-4796	555-123-4797	555-123-4798		01/01/2005	Active	
Student 59	059	Gregory White	1056 Oak St	Anytown	CA	90210	gregory.white@anytown.edu	555-123-4799	555-123-4800	555-123-4801	555-123-4802		01/01/2005	Active	
Student 60	060	Christina Black	1057 Pine St	Anytown	CA	90210	christina.black@anytown.edu	555-123-4803	555-123-4804	555-123-4805	555-123-4806		01/01/2005	Active	
Student 61	061	Timothy Gray	1058 Maple St	Anytown	CA	90210	timothy.gray@anytown.edu	555-123-4807	555-123-4808	555-123-4809	555-123-4810		01/01/2005	Active	
Student 62	062	Angela King	1059 Cedar St	Anytown	CA	90210	angela.king@anytown.edu	555-123-4811	555-						

• Helpful Information •

- ✓ Current Primary Situation Field: When a student fits in a combination of situations, code the student according to the PRIMARY situation.
 - If a student is attending post-secondary education full-time and working part-time, code this student as “PS Education.”
 - If a student is working full-time and a member of the Montana National Guard part-time, code this student as “Employed.”
- ✓ You can navigate through the data without using the mouse by using the tab and/or Enter (Return) keys for forward movement and the shift+tab keys for backward movement. In drop-down fields, typing the first letter of the field choice will populate the field.
- ✓ Records save automatically when you advance to the next record and/or exit the program.
- ✓ Use the navigation buttons at the bottom of the screen to move between records. Use   to move to the previous/next record. Use   to go to the first or last record.
- ✓ The Escape key will clear all fields in an unsaved record.

• Carl D. Perkins Program •

Contact Information

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This manual is also available on the CTE page of the OPI website.
<http://www.opi.mt.gov/CTE>

All student information in this booklet is fictional.

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